# AFCARS Reporting Requirements: User Guide Entering and Correcting AFCARS Adoption Data in WiSACWIS

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### 1. Introduction

State child welfare programs and those administering child welfare services, including special needs adoption services, are responsible for meeting federal reporting requirements associated with their Adoption and Foster Care Analysis and Reporting System (AFCARS).

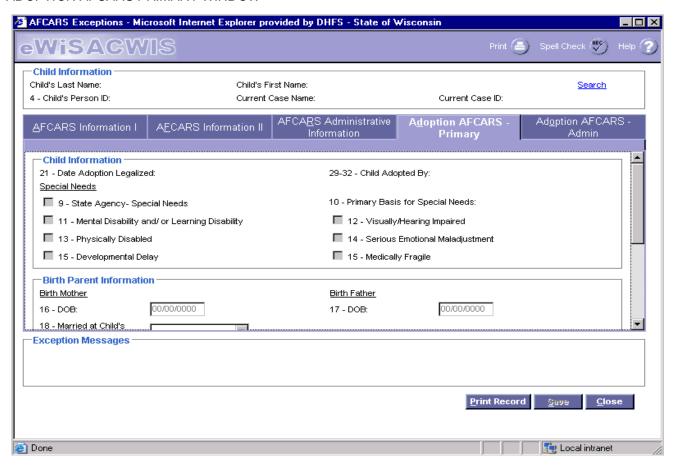
This document will provide an overview of new functionality to support data quality associated with federal Adoption AFCARS reporting requirements. Data accuracy and quality associated with Adoption AFCARS reporting are further supported by additional functionality within the current AFCARS Exception window and with the applications of Adoption AFCARS ticklers.

In addition, detail is provided to describe how and where each data element needed to meet Adoption AFCARS reporting requirements is captured in WiSACWIS. Data used for these purposes is derived from both a child's Pre-Adoptive Child case and the Adoptive Home case. Data accuracy and quality associated with Adoption AFCARS reporting are further supported by additional functionality within the current AFCARS Exception window and with the applications of Adoption AFCARS ticklers.

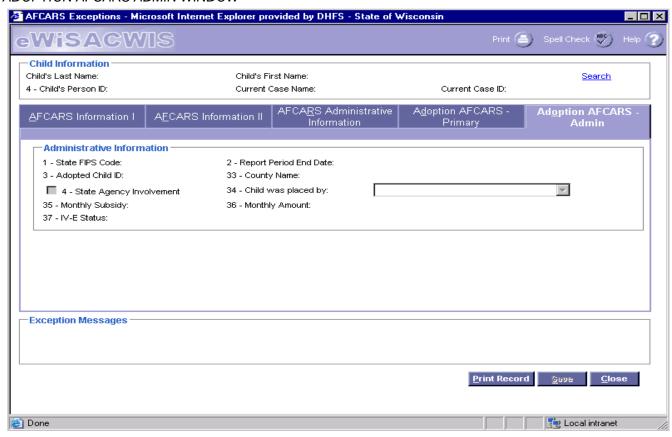
# 1.1 Adoption AFCARS Exception Windows

The AFCARS Exception windows applicable to Adoption AFCARS data elements can be accessed only by staff with the appropriate adoption program security designation. These windows present the status of specific and discrete data elements needed to meet Adoption AFCARS reporting requirements. In instances where the data from WiSACWIS is used for both Foster Care and Adoption AFCARS reporting purposes, status on a specific child's data elements are to be viewed in the respective AFCARS Information I, II and/or Administrative Information windows. The functionality pertaining to Adoption AFCARS Exception windows operates in the same manner as the Foster Care Exception windows and are as follows:

#### ADOPTION AFCARS PRIMARY WINDOW



#### ADOPTION AFCARS ADMIN WINDOW



# 1.2 Adoption AFCARS Tickler Functionality

Tickler functionality applies to Pre-Adoptive Child cases when a finalization date has been entered in the child's legal status window and there are Adoption AFCARS data errors present in the child's Pre-Adoptive case information. A Pre-Adoptive Child case cannot be closed unless all AFCARS Ticklers have been reconciled.

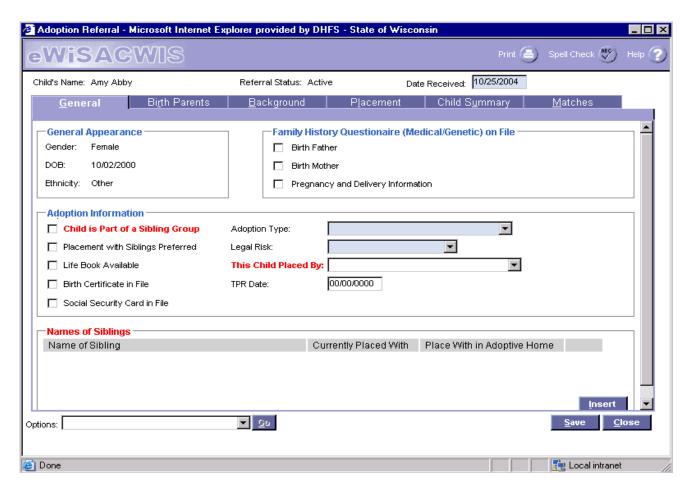
Tickler functionality also applies to Adoptive Home cases when the case has been created and there are Adoption AFCARS data errors present in the Adoptive Home case. An Adoptive Home case cannot be assigned to any Default Adoption Worker unless all AFCARS Ticklers have been reconciled.

The Adoption AFCARS Exception windows can be used to identify the specific errors for any case where a Tickler has issued. As with the Foster Care Exception windows, some errors can be corrected in the Exception window. If not, an Exception Message will be displayed at the bottom of the window providing instructions on where and how the error can be corrected.

# 2. Adoption AFCARS Data Entry

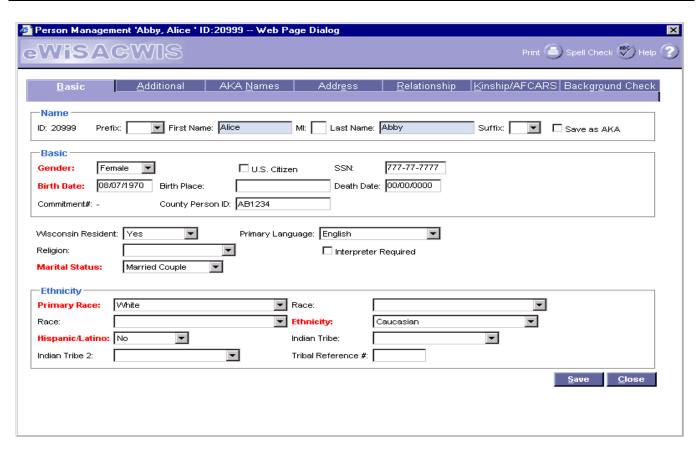
2.1 Adoption Referral Window- General Tab

WiSACWIS Field	<b>AFCARS Element</b>	Definition
State Agency Involvement	#4 & #34	Defines the status of the agency that facilitated the adoption finalization. Values that can be selected with the "This Child Placed By" include the following:  - Private Agency/Under Contract with DHFS - Private Agency/Not Under Contract with DHFS - Tribal Agency - Independent Person
		- Birth Parent  For Adoptions finalized by private agencies under contract with the BMCW or the BPP Special Needs Adoption Program, the value "Private Agency/Under Contract with DHFS" will always be selected and represent State Agency adoptions for AFCARS reporting purposes.



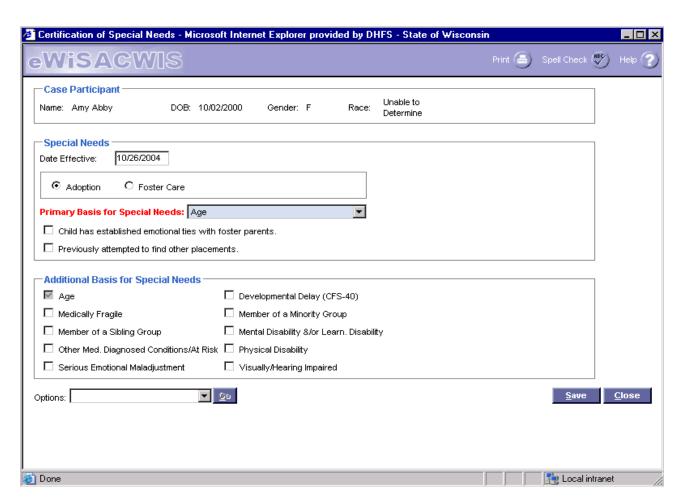
# 2.2 Person Management Window – Basic Tab

WiSACWIS Field	AFCARS Element	Definition
Birth Date	#5	The Date of Birth for the child.
	#16	The Date of Birth for the child's biological mother who
		is identified by the pre-adoptive child's Person
		Management window in the Additional tab.
	#17	The Date of Birth for the child's <b>presumptive</b> , alleged
		or adjudicated father who is identified by the person
		selected in the pre-adoptive child's Person Management
		window in the Additional tab.
	#23	The Date of Birth for the child's adoptive mother.
	#24	The Date of Birth for the child's adoptive father.
Child's Gender	#6	The Gender of the child.
Race	#7a-f, #25a-f, #27 a-	The Race(s) of the child and the adoptive mother and
	f	father.
Hispanic/Latino	#8	The Hispanic/Latino Ethnicity designation of the child
		and the adoptive mother and father.
Adoptive Parents	#22	Using the case participant roles defined in the adoptive
Family Structure		child's Person Management window, marital status will
		be derived from the adoptive Mother and Father's
		Person Management windows in the Marital Status
		field.



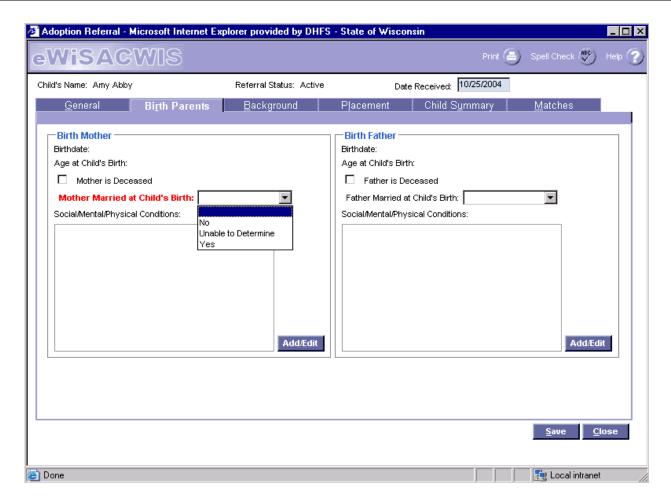
# 2.3 Certification of Special Needs Window

WiSACWIS Field	<b>AFCARS Element</b>	Definition
State Agency Special	#9	Indicates whether the child has special needs.
Needs		
		For all adoptions reported by BMCW and BPP, the
		child will have a special need by virtue of being served
		in the state adoption program.
Primary Basis for	#10	Indicates the primary reason a child presents with
Special Needs		special needs.
		For Adoption Assistance numbers some adopted
		For Adoption Assistance purposes, some adopted children are documented in WiSACWIS where the
		child meets the definition of "at-risk" of having special
		needs. These children will be identified through the
		selection of the Primary Basis for Special Needs value
		of "Other Med. Diagnosed Conditions/At-Risk."
Types of Disability	#11-15	Indicates any additional disabilities for the child with
		special needs. All applicable values can be checked in
		the "Additional Basis for Special Needs" field.



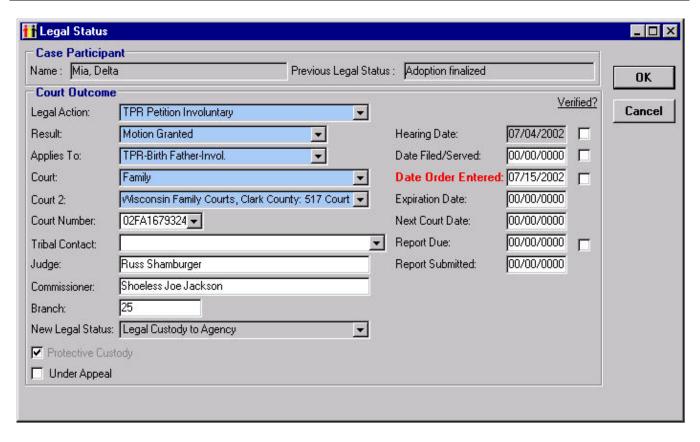
# 2.4 Adoption Referral – Birth Parents Tab

WiSACWIS Field	<b>AFCARS Element</b>	Definition
Mother Married	#18	Indicates whether the biological mother of the child
		was married at the time of the child's birth.



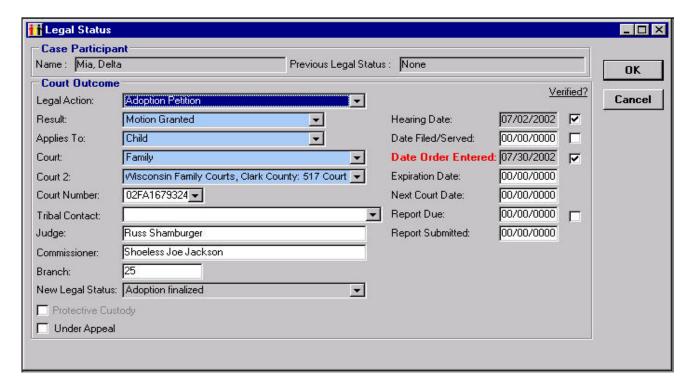
# 2.5 Legal Status Window with a TPR Dates for Father/Mother

WiSACWIS Field	AFCARS Element	Definition
Date of Mother's TPR	#19	Indicates the date of the parent's TPR. At least one
Date of Father's TPR	#20	parent must have a TPR date.
		If the mother or alleged or adjudicated father died
		before a TPR took place, the Death Date in the Person
		Management window will be reflected for the
		respective AFCARS element. See Person
		Management window in Section 1.2.



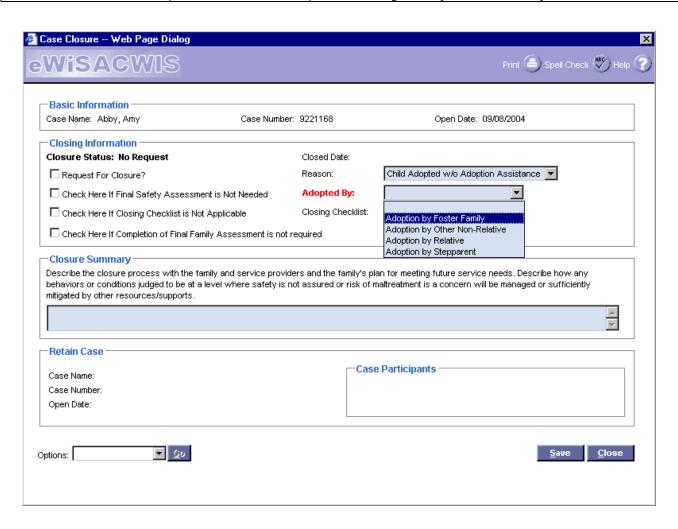
# 2.6 Legal Status Window with a Finalized Adoption

WiSACWIS Field	<b>AFCARS Element</b>	Definition
Adoption Finalization	#21	Indicates the date a child's adoption was finalized.
Date		
		For AFCARS Foster Care reporting purposes, this date
		is used to signify a Discharge from a foster care
		placement episode to Adoption.
		Once a Pre-Adoptive Child has a finalization date
		entered, any AFCARS errors will be identified and a
		tickler assigned to the primary worker for the Pre-
		Adoptive Child case. These errors can then be
		addressed in the respective AFCARS Exception
		window for that child.



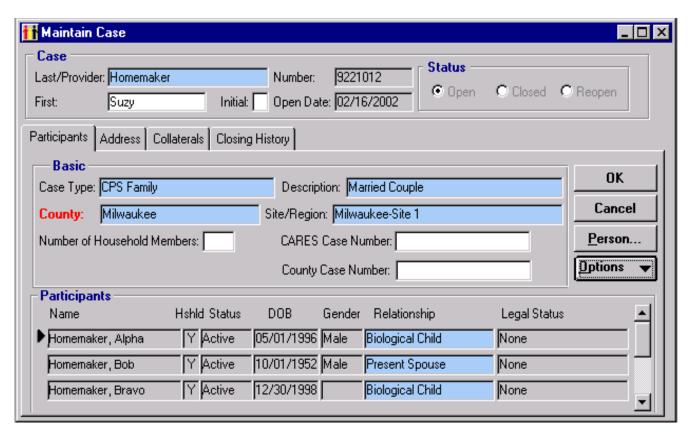
## 2.7 Case Closure Window

WiSACWIS Field	AFCARS Element	Definition
Adoptive Parent	#29-32	Indicates the relationship between the child and the
Relationship		adoptive parents at the time of finalization.
		If the adoption is be a non-related foster parent, the value " <b>Adoption by Foster Family</b> " is to be selected.



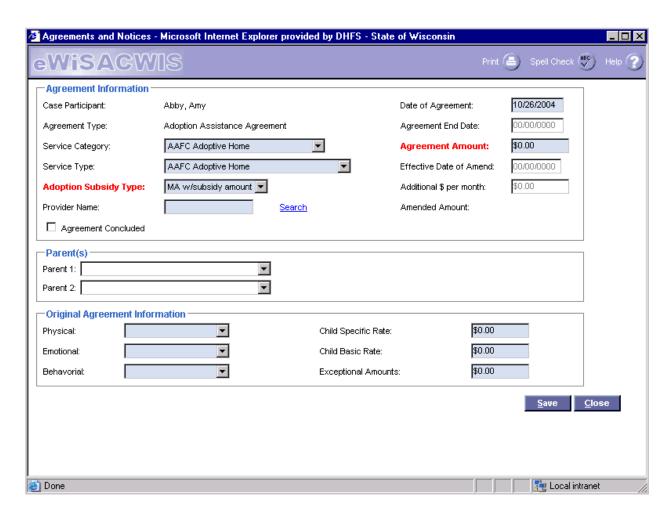
## 2.8 Case Maintenance Window

WiSACWIS Field	AFCARS Element	Definition
Child was Placed From	#33	Identifies whether the child was placed from within the
		state, out of state or out of the country using the
		County field in the Participants tab.



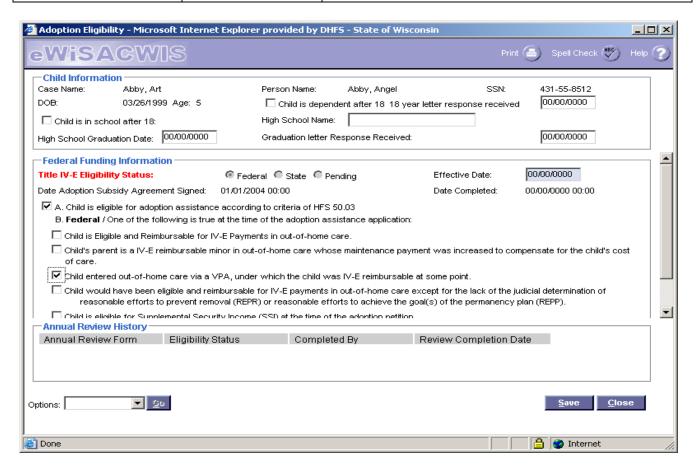
# 2.9 Adoption Assistance Agreement Window

WiSACWIS Field	AFCARS Element	Definition
Monthly Subsidy	#35	Indicates whether a monthly subsidy was established
		within the Adoption Assistance Agreement.
Monthly Amount	#36	Indicates the amount of the monthly subsidy. If the
		child does not receive a monthly subsidy, the response
		to #35 is "No" and would reflect a "MA w/o subsidy"
		for the Adoption Subsidy Type field.



# 2.10 Adoption Assistance- Title IV-E Status Window

WiSACWIS Field	<b>AFCARS Element</b>	Definition
Adoption assistance-	#37	Indicates whether the child is eligible for Title IV-E
IV-E		funds at the time of adoption finalization.



#### 3. Conclusion

Each of the screens presented above addresses all of the AFCARS data elements for which errors will produce Tickler Notices. Please refer to the <u>User Guide-AFCARS Window, User Guide-AFCARS Data Entry</u>, and <u>AFCARS Troubleshooting</u> document for additional information on how to understand and address data entry requirements associated with Foster Care AFCARS reporting. The documents can be found on the WiSACWIS Knowledge Website at the following location:

http://dhfs.wisconsin.gov/wisacwis/knowledge\_web/Helpdesk/afcars\_index.htm

Please refer technical questions and/or concerns related to entry of data needed to meet Adoption AFCARS reporting requirements to the WiSACWIS Helpdesk as follows:

- Telephone (608) 261-4400 or toll-free (866) 335-2180
- TTY: 1-608-836-2852
- email <u>Helpdesk@wi.gov</u> (include eWiSACWIS in subject line)